

### Crisis Nursery and Crisis Shelter Placement Inspection Checklist FY2016

Name of Program: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Items	Yes	N/A	No	Notes
Office of Licensing- Residential Support Program				
Display of all Business and DHS Licenses for the Shelter				
How many clients (0-11 ages) in placement				Be able to serve a minimum of 8 clients
Business Hours (Part II. Sec. I. G.)				A minimum of 40 hours a week except for specific holidays. Posted on the entrance of the facility.
General Service Require. (Part II. Sec. I. H.3)				Staff ratio (1:4). However, may exceed in times of emergencies (1:5) – not to exceed 8 hours.
After-Hours Calls (Part II. Sec. I. H.2)				<ol style="list-style-type: none"> <li>1) Date, time, and duration of call</li> <li>2) date and time services were provided (if applicable)</li> <li>3) name of the staff person responding to the call</li> <li>4) The type of crisis or services requested</li> <li>5) The date, time, and name of the staff person who conducted the follow-up call, when applicable</li> </ol>
Posting the After-Hours Call Number				At the entrance of the facility
Bedrooms and Bathrooms				
*Fire Extinguisher(s) and Smoke Detector(s) as determined by local fire safety regulations				
*First-Aid Kit (Placement)				
*Locked Storage for Medication and Logs(s)				
*Written Fire Escape Plan & Quarterly Fire Drill Documentation				
*Locked Hazardous Materials- Gasoline, Bleach, aerosol (not Windex)				
Overall Cleanliness of the Placement				

\*Licensing requirements

6/23/2015